

Rosenthal, Donell

From: School Finance [drosenthal@mt.gov]
Sent: Friday, May 06, 2011 12:47 PM
To: Rosenthal, Donell
Subject: May 2011 School Finance Newsletter

Having trouble reading this email? [View it in your browser.](#)



Montana
Office of Public Instruction
Denise Juneau, State Superintendent

School Finance



New Pupil Transportation Director

The OPI School Finance Division is pleased to announce that Donell Rosenthal is the new Pupil Transportation Director effective April 25. Donell has worked in the division for the past four years as a Computer Support Specialist. She is excited about the new challenges she will experience in her new role in the School Finance Division. Congratulations, Donell!

For more information, contact [Donell Rosenthal](#), (406) 444-3024

FY2010-11 Second Semester Transportation Claims

FY2010-11 second semester claims for transportation reimbursement (TR-5 and TR-6) are due to the County Superintendent by **May 24**. Remember to submit the claim electronically to OPI on **May 24**. The payment will be made to school districts and counties on June 24, 2011.

Payment will be generated only on those routes for which all documents are current and up-to-date in the transportation system. Please be sure to update all driver certificates (TR-35) that might expire during the period. Bus inspections (TR-13) for the second semester must have been completed by January 31, 2011 and entered into the transportation system.

For more information, contact [Donell Rosenthal](#), (406) 444-3024

Pupil Transportation Bus Route Roll Over into FY2011-12

School Districts that are interested in planning their transportation budget for FY2011-12 can roll forward the bus routes to the next year in the Pupil Transportation Program.

Log into the Transportation Program, go to Administration, and click on Bus Route Rollover. Select your district from the dropdown list and select all bus routes to rollover to the next school year by clicking in the rollover box for each route. Bus routes that already have a record for the next school year will not appear in the list.

Press the 'All' button to select all the Rollover boxes. However, if you have routes you do not wish to rollover, uncheck these boxes.

Press the 'None' button to undo all checks in the Select column.

Every route that has the box in the Select column checked will have its bus route and distribution data copied to a record for the next school year.

NOTE: Passenger data will not be copied and must be entered manually.

Press the 'Rollover Routes' button to create the routes selected for the next school year.

Pupil Transportation Individual Contract Roll Over into FY2011-12

School districts that are interested in planning their transportation budget for FY2011-12 can roll forward the individual contracts to the next year in the Pupil Transportation program. Instructions are posted on the OPI website at the following link: [CLICK HERE](#)

For more information, contact [Donell Rosenthal](#), (406) 444-3024

Important June 1 Deadlines

All public elementary, high school and K-12 districts which request approval of additional ANB for funding purposes must submit form PAA-3 by **June 1**. Refer to 20-9-313, Montana Code Annotated for a list of the conditions when a district is eligible to apply for additional ANB funding.

- **Anticipated Enrollment Increase**
School districts may submit applications for an increase in ANB for FY2011-12 through June 1, 2011. Districts may be eligible for an increase if anticipated enrollments for FY2011-12 exceed average current year enrollment counts by more than 6%. OPI must review actual enrollment as of October 1, 2011 to verify approved increases actually materialized.
- **Reopening an Elementary or High School**
The County Superintendent of Schools must provide an estimate of enrollment for the reopened school for the ensuing year, including a clear explanation or documentation showing the basis for the estimate.
- **Transition from Half-Time to Full-Time Kindergarten Program**
School districts that intend to transition from half-time to full-time kindergarten program in FY2011-12 must indicate the anticipated percentage of kindergarten students to be offered a full-time program for FY2011-12 for each elementary budget unit.

Form PAA-3 is available on the OPI website at this link: [CLICK HERE](#)

For more information, contact [Nica Merala](#), (406) 444-4401

Important School Election Information

House Bill 327 (HB327) became law effective April 22, 2011. The bill clarifies various statutes related to school elections. Please be aware of two changes in this bill that affect newly elected trustees and board reorganization:

20-3-307, MCA Qualification and oath was amended to allow the county superintendent, their designee or any official provided for in 1-6-101 or 2-16-116, MCA to administer the oath of office to a trustee who is newly elected by vote or acclamation. The oath must be filed with the county superintendent of schools not more than 15 days after the trustee receives the certificate of election.

See also these links: 1-6-101, MCA: [CLICK HERE](#) and 2-16-116, MCA: [CLICK HERE](#)

20-3-321, MCA Organization and officers was amended to change the deadline for the annual trustees' organization meeting to 15 days after the election. This year, that date is Wednesday, May 18, 2011.

The full text of HB327 can be accessed at this link: [CLICK HERE](#)

For more information, contact [Brenda Thomas](#), (406) 444-4524

June 2011 MAPT Bus Driver Conference

The Montana Association for Pupil Transportation (MAPT) will hold its annual conference in Great Falls at the Heritage Inn, 1700 Fox Farms Road, on June 22 - 24, 2011. Registration materials, a preliminary agenda and lodging information are available on the Pupil Transportation web page at: [CLICK HERE](#)

For more information, contact [Donell Rosenthal](#), (406) 444-3024

Traffic Education Reporting Now Online

OPI has launched a new traffic education (TE) web application. The Data Entry and Reporting link can be found on the Driver Education web page at <http://www.opi.mt.gov/Programs/DriverEd/Index.html>. School districts, traffic education teachers and authorized staff can request an account to access these Traffic Education Online Reports:

TE01 Program Application -- Due August 1 or before TE program begins

TE06 Year End Report -- Due before July 10 with program and budget information for annual August TE reimbursement

A user name and password is needed to enter these TE reports. Please send an email to Fran Penner-Ray(fpenner-ray@mt.gov) to set up your TE account. Include your name, address, phone number, fax number, school district and the TE reports for which you are responsible. MAEFAIRS and Pupil Transportation users will use their existing login names and passwords to access the TE program once OPI assigns traffic education to their program options. We hope this will simplify reporting for schools.

For more information, contact [Fran Penner-Ray](#), 406-444-4432

Safe Routes to School Grants

The National Center for Safe Routes to School is now accepting applications for 24 mini-grants of \$1,000 each. These mini-grants support the goal of Safe Routes to School (SRTS) programs, which is to enable and encourage children to safely walk and bicycle to school. SRTS programs are implemented nationwide by parents, students, schools, community leaders, and local, state, and tribal governments. **Applications are due Wednesday, May 18, 2011.**

For more information and to submit a mini-grant application, visit [CLICK HERE](#)

For more information, contact [Katie Bark](#), 406-994-5641

School Staffing Project

The School Staffing Project reached a major milestone on April 26, 2011 when the OPI and Hupp Information Technologies signed the contract for the new teacher preparation and educator licensure information system. This contract was negotiated based on a Request for Proposals (RFP) that OPI posted January 2011. This 12 month project will kickoff the week of May 9, 2011.

The pilot project for the collection of salary and benefits data from two Montana-based vendors is wrapping up, and OPI plans to hold a Lessons Learned meeting in May 2011 as the pilot comes to a close. The findings from the pilot will be applied to future requirements gathering as a plan is developed to acquire salary and benefit data from all schools and districts in Montana.

The portion of the project that will link the educator, student and course is being done by in-house resources. These resources are currently refining a master schedule concept that will allow the appropriate data to be collected to establish the linkage.

The project focus remains expanding P-20 education data systems to include data on school staffing for licensed and classified staff, improving data collection practices and the quality of data about Montana educators, and informing efforts by policymakers to meet the demand for qualified and effective teachers and administrators.

For more information, contact Jamey Ereth, 444-4409

AIM End of Year Collection Ends Begins May 16

The AIM End of Year Collection begins May 16, 2011 and ends June 17, 2011. This collection includes multiple components: finalize student enrollment data for the current year, enter graduation information, configure calendars for the 2011-12 year, and rolling enrollment records into the 2011-12 year.

Detailed instructions for completing the End of Year Collection can be found at this link: [CLICK HERE](#)

Questions regarding the End of Year Collection should be directed to the AIM Helpdesk at 1-877-4AIMMT1 (1-877-424-6681) or opiainhelp@mt.gov.

For more information, contact [Sara Loewen](#), 406-444-3494

Useful Links

ARRA Quarterly Reporting, Accounting Guidance and Other Resources:

<http://www.opi.mt.gov/Finance&Grants/SchoolFinance/Index.html>

State Entitlement Payments to Schools:

http://www.opi.mt.gov/Finance&Grants/schoolfinance/Index.html#p7GPc1_9

School Accounting:

http://www.opi.mt.gov/Finance&Grants/schoolfinance/Index.html#p7GPc1_3

Forms and Publications & Tuition:

http://www.opi.mt.gov/Finance&Grants/schoolfinance/Index.html#p7GPc1_10

Pupil Transportation:

http://www.opi.mt.gov/Programs/SchoolPrograms/Pupil_Transportation/index.html

Student Count for ANB:

http://www.opi.mt.gov/Finance&Grants/schoolfinance/Index.html#p7GPc1_8

Audit Information:

http://www.opi.mt.gov/Finance&Grants/schoolfinance/Index.html#p7GPc1_4

School Finance Division Staff

Nica Merala nmerala@mt.gov

Kathleen Wanner kwanner@mt.gov

Janelle Mickelson jmickelson@mt.gov

Denise Ulberg dulberg@mt.gov

Rebecca Phillips rphillips2@mt.gov
drosenthal@mt.gov

Donell Rosenthal

Paul Taylor ptaylor2@mt.gov

Brenda Thomas bthomas@mt.gov

About Our Division

"The Montana Office of Public Instruction provides vision, advocacy, support and leadership for schools and communities to ensure that all students meet today's challenges and tomorrow's opportunities."

This message was intended for 'drosenthal@mt.gov' You have received this message because you are subscribed to 'Official Email'

[Unsubscribe](#) | To contact us please email DRosenthal@mt.gov

Montana Office of Public Instruction, Official E-Mail
P.O. Box 202501, Helena, Montana 50620-2501

Montana Office of Public Instruction Denise Juneau, Superintendent